

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES
THURSDAY, JANUARY 20, 2022 AT 8:15 AM
304 E MULBERRY, NORMAL, IL**

The meeting was held at the Normal Township Hall, with the option to join remotely via Zoom.

1. Call to Order

The meeting was opened at 8:15 a.m. by Township Supervisor, Sarah Grammer.

2. Land Acknowledgement

Supervisor Grammer started the meeting with a statement acknowledging ancestral land of indigenous groups who currently live or have lived in the Normal Township area.

3. Roll Call

Supervisor Sarah Grammer	Present
Trustee Arlene Hosea	Present
Trustee Art Rodriguez	Present (Via Zoom)
Trustee Sally Pyne	Present
Trustee Floyd Aper	Present

Additional Township Elected Officials Present

Pat Turner:	Clerk
Rob Cranston:	Assessor
Arin Rader:	Road Commissioner

ARC Staff Also Present:

Rick Lewis: Director of Operations
Molly Camper: Director of Programming (Via Zoom)
Sammi Scott: ARC Communications Director (Via Zoom)
Elicsha Sanders: Director of Member Services

4. Pledge of Allegiance

5. Approval of Minutes

A. Approval of the December 16, 2021 Regular Meeting Minutes

Motion to Approve December 16, 2021 Regular Meeting Minutes

Motion: Floyd Aper

Second: Arlene Hosea

Aye: Floyd Aper, Art Rodriguez, Arlene Hosea, Sally Pyne, Sarah Grammer

Nay: None

B. Approval of the December 16, 2021 Closed Session Meeting Minutes
Motion to Approve December 16, 2021 Closed Meeting Minutes

Motion: Sally Pyne
Second: Floyd Aper

Aye: Sarah Grammer, Sally Pyne, Arlene Hosea, Art Rodriguez, Floyd Aper
Nay: None

C. Approval of the December 22, 2021 Special Meeting Minutes
Motion to Approve December 22, Special Meeting Minutes

Motion: Sally Pyne
Second: Arlene Hosea

Aye: Floyd Aper, Art Rodriguez, Arlene Hosea, Sally Pyne, Sarah Grammer
Nay: None

6. Approval of Expenditures from December 17, 2021 – January 20, 2022

Motion to approve expenditures as presented below;

General Town Fund	\$120,003.29
General Assistance	\$19,522.84
Senior Citizen Fund	\$38,866.02
Road & Bridge Fund	\$41,877.43

Supervisor Grammer answered board inquiries regarding various line items in the expenditure logs after which a motion was made and seconded to approve the expenditures as recorded. Approval was unanimous.

Motion to Approve Bills & Expenditures from December 17, 2021 – January 20, 2022

Motion: Sally Pyne
Second: Arlene Hosea

Aye: Sally Pyne, Arlene Hosea, Art Rodriguez, Floyd Aper, Sarah Grammer,
Nay: None

7. Reports

A. Community Engagement

No community engagement reports were presented.

B. Assessor: Rob Cranston reported that he had just received the final report for the 2021 Assessments. He reported that a multiplier of 1.0105 was applied in 2021, and that there was a net change of \$10,962,075 from 2020 EAV. Final 2021 Value after Board of Review is \$1,012,774,020. Assessor Cranston also shared his budget proposal for the new year stating that no changes from the previous year were made.

C. Clerk: No Report

D. Highway Commissioner: Arin Rader attended a meeting at the County Highway Department. Of Topic was County Sheriffs who monitor the road after weight limits are posted. He noted that he will be reassessing limits as the weather warms. Regarding the building project, Rader is waiting on core sample results. He is also awaiting septic system designs before moving to bids.

E. ARC Staff and Senior Advisory Committee: Director of Operations, Rick Lewis shared that he has been focusing on the transition for incoming Director of Operations Jess Ray. He expressed appreciation to Sarah Grammer and the ARC staff for their help with the process. Rick reported that the recent vaccine clinic held at the ARC saw just under a hundred participants. Rick also shared that there seems to be a slow down with the building leaks as a patch was completed in the boiler room. He added that the construction project at the corner of Willow and Beech is completed. The work called for minor adjustments to be made to the ARC parking lot. He thanked Arin Rader for clearing the lot. Finally, Rick made clarifications regarding the ARC's closure policy in relation to school closings. He pointed out that the reasons for closures are not necessarily the same for both entities and that people should look to ARC instead of just following the school closing schedule.

Molly Camper, ARC Director of Programming, shared that VITA (Volunteer Income Tax Assistance) appointments are scheduled to start on February 1st on Wednesdays and will continue until about mid-April.

Elicsha Sanders, Director of Member Services for ARC shared that she has been focusing on the switch over from Silver Sneaker memberships and renewals. She reported 158 members came off of Silver Sneakers due to changes in health insurance supplements programs. The result is that fluctuations in renew/active memberships will be temporarily seen. Elicsha also answered questions regarding the impact of the mask mandates on membership.

Sammi Scott, ARC Communications Director, shared that a new coffee sponsor was added for Summer of 2022. There are two sponsor slots left to be filled in the fall to summer block. Sarah Grammer also thanked Sammi for the positive changes to the ARC newsletter. Sammi additionally shared info regarding the ARC Living Memorial Fund priority initiatives and status on the fundraising leaves display.

Supervisor: Supervisor Grammer reported that the Township has had a lot of calls from those whose water service has been disconnected in addition to requests for other emergency assistance. She also confirmed that Rick Lewis's last day is scheduled for February 11th 2022. Jess Ray will begin Tuesday Feb 1st. The intent of the overlap is to allow for introductions and to facilitate a smooth transition. Supervisor Grammer also shared that Stark has asked to push meeting on the greenspace back as the weather has been prohibitive. Additionally, Sarah informed the board that Striegel Knobloch & Co. came in and that 10-99s and W-2s will be going out. Grammer gave heads up that the County Clerk needs current email addresses in order to send out Statement of Economic Interest forms. Trustee Aper had questions about the roof patch work done at the ARC on the 13th. He suggested that the Township consider a ladder and cage or similar feature to allow for better roof access.

8. Public Comment: No public comment offered.

9. New Business

A. Discussion of ARC Operations

It was reported that the ARC had to close an hour early recently due to a fire alarm sensor issue. The building was inspected for safety before reopening. ARC has also been opening at 8 am instead of 6:30am due to staffing shortages. ARC is looking to resume the earlier schedule next week. ARC will remain closed on Fridays. Sarah Grammer will bring budget information to the February Meeting in an effort to help determine whether or not to return to being open six days a week. In response to Trustee Aper's question about member surveys on the matter, Supervisor Grammer shared that surveys were recently done and pointed out that the Saturdays help accommodate a different population than those served during the week such as non-retired seniors. Supervisor Grammer also plans to send out a press release with photo announcing Jess Ray's start on February 1, 2022.

B. Discussion of FY 2023 Budgets

Supervisor Grammer encouraged all Trustees to weigh in on budget issues such as but not limited to what operating hours we can afford and whether to keep our grant line as is or whether or not to raise it.

C. Discussion of Township Policies and Procedures.

The board reviewed and discussed several policy and procedures relevant to the Township and found that most are in place and need no updating. It was agreed that work was needed on policies regarding remote attendance, whistle blower and social media. The board reviewed policy samples from similar communities in Illinois and plan to create drafts for Normal Township. The process will likely continue across the next 2-3 meetings. Once completed, Sarah suggested that all of the policy info be added to the policy page of the Township website. Floyd suggested that they be kept in a common file at the Township Office as well.

10. Suggested Items for the Next Agenda:

Continue policy review.
Draft Budget
Welcome New Director of Operations

11. Adjournment:

Motion to Adjourn: Floyd Aper

Second: Sally Pyne

Board members unanimously voted to adjourn.

Meeting adjourned at: 9:30 a.m.

Next Regular Normal Township Board Meeting: Thurs, February 17, 2022 8:15am

Next Senior Advisory Committee Meeting: Thurs, February 3, 2022 – 9:30 am

Pat Turner-Normal Township Clerk

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Date